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OFFICE OF THE DIRECTOR

Action Memorandum No. A- . . .

Date 16 January 1963

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TO : Deputy Director/Intelligence
Deputy Director/Plans
Deputy Director/Research
Deputy Director/Support
Comptroller
Inspector General
General Counsel

SUBJECT : Coordination of Reports before Presentation to the Director

REFERENCE:

1. This memorandum is a gentle reminder to all addressees that reports on any subject, substantive or operational, should be coordinated by the originator with any other component having any interest in the matter.

2. , please insure that a conscientious examination is made of each document leaving your office for the Director's office to guarantee that all other units concerned have been consulted and their views are reflected.

Lyman B. Kirkpatrick
Executive Director

ExDir:LBK:drm

Distributions:

Addressees

1 - O/DCI; 1 - O/DDCI; 1 - ER; 1 - ExDir

SUSPENSE DATE:

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